

.

From: Nawn, Kathleen (DPH)
Sent: Friday, August 12, 2005 4:40 PM
To: Caloggero, Dina (DPH); Smole, Sandra (DPH); Grazioplene, Mariah (DPH); Salemi, Charles (DPH); Stevenson, Allan (DPH); Konomi, Raimond (DPH); DeMaria, Alfred (DPH); Han, Linda (DPH); Sloutsky, Alex (DPH); Nassif, Julianne (DPH); Gauthier, Cheryl (DPH); Elvin, Paul (DPH); Peppe, Joseph (DPH)
Subject: COOP update

thanks for you help building our COOP. I attended a meeting on 8/11 with the DPH's COOP "executive committee". they clarified our focus in writing our COOP, and assigned deadlines to submit our information as follows:

1. **list our essential/critical services** that cannot be interrupted.
2. we are writing the COOP based on how to continue in the face of **staffing shortages only** (shortages due to a flu pandemic with folks out sick). this particular COOP will not include plans for facility or infrastructure problems.
3. We also have to provide an **order of succession/ delegation of authority** plan. this will cover our SLI Director and each of our Division Directors. Each Director needs to list an order of personnel **who will do your Director's job** in the event you are out. If possible list two successors for you (so if the first successor is out, the second will step in). I've prepared worksheets for the SLI Director and each Division Director to complete. I have an example which follows:



Succession-Program...

Here are the worksheets for each Director for to complete...



Succession-SLI... Succession-Bath... Succession-ClinDi... Succession-Drug...



Succession-EnvC... Succession-LabPr... Succession-Molec... Succession-Myc...



Succession-QAIS... Succession-Virolo...

4. please **return your responses to me** for: your essential/critical services list, staff shortage COOP plan, and order of succession **by August 19**. I will have to assemble our information and send it to DPH hdqtrs shortly thereafter. your assistance in creating our COOP on short notice is very much appreciated.

thanks.....kathy

Kathleen L. Nawn, MHS, MTcm(ASCP)
Laboratory Supervisor III
State Laboratory Institute, Room 201
Massachusetts Dept. of Public Health
305 South Street, Jamaica Plain, MA 02130
Office: (617) 983-6345

Fax: (617) 983-6210
email: kathleen.nawn@state.ma.us